

264 CMR: BOARD OF REGISTRATION OF REAL ESTATE APPRAISERS

REDLINED VERSION

264 CMR 6.00: Practice of Real Estate Appraisal

6.01: Scope of Practice

1. Real Estate Appraisal Trainees.

- a. A real estate appraisal trainee may assist state licensed, state certified residential, and state certified general real estate appraisers in the performance of appraisal assignments. A real estate appraisal trainee shall only work under the direct supervision of a state licensed or state certified real estate appraiser in performing appraisal assignments. It is the responsibility of the state licensed or state certified supervisor to sign any reports, in which a trainee has participated.
- b. Each state licensed or state certified real estate appraiser who signs the appraisal report in which an appraisal trainee participated, but who does not sign the report. Must also list, in writing, the name and qualifications of the appraisal trainee and the specific portions of the appraisal process performed by the trainee.
- c. Each state licensed or state certified real estate appraiser supervising a trainee is responsible for the trainee's physical site inspection skills. The supervising appraiser shall personally inspect each appraised property with the trainee until the supervising appraiser determines the trainee is competent in accordance with USPAP for the property type.
- d. The appraiser trainee is permitted to have more than one (1) supervisor appraiser.
- e. An appraisal log shall be maintained by the appraisal trainee and shall, at a minimum, include the following for each appraisal:
 1. type of property;
 2. client name and address;
 3. address of appraised property;
 4. description of work performed;
 5. number of work hours; and,
 6. signature and state license/certificate number of the supervising appraiser.

2. State-Licensed Real Estate Appraisers.

- a. State-licensed real estate appraisers may appraise:

1. non-complex one-to-four unit residential properties having a transaction value of less than one million dollars (\$1,000,000) and complex one-to-four unit residential properties having a transaction value of less than two-hundred fifty thousand dollars (\$250,000);
 2. vacant or unimproved land that is to be utilized for one-to-four unit residential properties, and where the highest and best use is for one-to-four unit residential purposes; and,
 3. properties as specified by the FFIRAS.
 - b. State-licensed real estate appraisers may not appraise subdivisions wherein a development analysis/appraisal is necessary and utilized.
3. State-Certified Residential Real Estate Appraisers.
- a. State-certified residential real estate appraisers may appraise:
 1. residential properties with one-to-four units and complex one-to-four unit residential property both without regard to transaction value;
 2. vacant or unimproved land that is to be utilized for one-to-four unit residential use and where the highest and best use is for one-to-four family unit residential purposes; and,
 3. properties as specified by the FFIRAS.
 - b. State-certified residential real estate appraisers may not appraise subdivisions wherein a development analysis/appraisal is necessary and utilized.
4. State-Certified General Real Estate Appraisers.
- a. State-certified general real estate appraisers may appraise all types of non-complex and complex real property both residential and non residential.
5. Temporary Licensed Appraisers. See 264 CMR 7.02(3).

6.02: Mandatory License Identification

(1) Every holder of a license or certificate issued by the Board, including persons holding temporary and trainee licenses, shall place his/her certificate or license number adjacent to or immediately below the title of the license held by the individual when used in an

appraisal report, a contract or other appraisal instrument, as mandate by M.G.L. c. 112, § 186. The titles to be used by licensed real estate appraisers shall be written in the following manner:

- a. Massachusetts Certified General Real Estate Appraisal # _____ or MA C.G.R.E. Appraiser # _____.
- b. Massachusetts Certified Residential Real Estate Appraiser # _____ or MA C.R.R.E. Appraiser # _____.
- c. Massachusetts Licensed Real Estate Appraiser # _____ or MA L.A.R.E. Appraiser # _____.
- d. Massachusetts Trainee Licensed Real Estate Appraiser # _____ or MA Trainee R.E. Appraiser # _____.
- e. Massachusetts Temporary Real Estate Appraiser, Level (CG, CR, LA), # _____ or MA Temp. R.E. Appraiser, Level (CG, CR, LA), # _____.

(2) "State" may be used in place of "Massachusetts" or "MA".

(3) Signatures

- a. An electronic or digitized signature shall be protected by a personal identification number or other such mechanism that ensures the use of the signature is always under the personal and sole control of the appraiser.
- b. An appraiser must take reasonable steps to prevent unauthorized access to his or her electronic or digitized signature or any signature of any media such as a signature stamp
- c. An appraiser may not affix a signature of another appraiser to any appraisal report or document in connection with an appraisal assignment without specific authorization in accordance with 265 CMR 6.02(3)(f).
- d. When a signature is provided in an electronic, digitized or other media format on an appraisal report or on any document in connection with an appraisal assignment it shall be presumed to have been affixed by the signing appraiser. Any action arising from the appraisal assignment shall be pursued by the Board against the appraiser whose signature appears on the report and certification.
- e. Failing to maintain sole personal control of an electronic or digitized signature or provided in or in any other media format, shall be grounds for discipline by the Board.

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- f. An appraiser may authorize another to sign or affix his or her signature to an appraisal report and certification or any other document in connection with an appraisal assignment when:
1. the person placing the signature is clearly identified by name in the report.
 2. the appraisal report contains language in the certification or in another prominent place in the report, that states the appraiser did not personally sign the report or affix the signature and authorized another person, specifically cited by name, to do so;
 3. the appraiser has given written authorization specific to the assignment to the individual signing for the appraiser;
 4. the written authorization is included in the workfile and made available to the client; and
 5. such an authorization is allowed by the Uniform Standards of Professional Appraisal Practice.
- g. When an appraiser authorizes another to affix his or her signature to an appraisal report and certification, the appraiser granting such authority is fully responsible for all elements of the certification, the assignment results, and for the contents of the appraisal report.

6.03: Use of Titles in Firm Advertising

1. The titles listed in 264 CMR 6.02 may only be used to refer to individuals who hold a current license or certificate.
2. Pursuant to M.G.L. c. 112 Section 187, a firm, partnership, corporation, professional association or group may not be licensed and may not be represented or identified as a licensed or certified real estate appraiser.

6.04: Records Retention

A licensee shall retain originals or true copies of all written contracts engaging his or her services for real property appraisal work, and all reports and supporting data assembled and formulated by the appraiser in preparing such reports for a period of five (5) years, commencing upon the date that the appraisal is submitted to the client, or such longer period date as may be required by M.G.L. c. 112, § 193, and USPAP.